# Table of Contents

Registration Steps .......................................................................................................................................................3  
Step 1 ......................................................................................................................................................................3  
Step 2 ......................................................................................................................................................................3  
Step 3 ......................................................................................................................................................................4  
Step 4 ......................................................................................................................................................................4  
Step 5 ......................................................................................................................................................................4  
Step 6 ......................................................................................................................................................................5  
Step 7 ......................................................................................................................................................................5  
Step 8 ......................................................................................................................................................................6  
Step 9 ......................................................................................................................................................................6  
Step 10 .....................................................................................................................................................................7  
Step 11 .....................................................................................................................................................................8  
Step 12 .....................................................................................................................................................................9  
Step 13 ..................................................................................................................................................................10  
Step 14 ..................................................................................................................................................................11  
Registering for the Assessment of Sign Communication-American Sign Language (ASC-ASL)...........................12  
Registering for the Georgia Ethics Assessments ......................................................................................................12  
Step 1 ....................................................................................................................................................................12  
Step 2 ....................................................................................................................................................................12  
Step 3 ....................................................................................................................................................................12  
Step 4 ....................................................................................................................................................................12  
Registering for the Paraprofessional Assessment ..................................................................................................12  
Registering for the Teacher Leadership Assessment ............................................................................................13  
Step 1 ....................................................................................................................................................................13  
Step 2 ....................................................................................................................................................................13  
Step 3 ....................................................................................................................................................................13  
Step 4 ....................................................................................................................................................................13  
Step 5 ....................................................................................................................................................................13
Registration Steps
You can register for most assessments online via your ETS GACE® testing account. The exceptions are the Assessment of Sign Communication-American Sign Language (ASC-ASL), and the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments. See instructions for those assessments beginning on page 12.

Step 1
Before you can register for a GACE assessment, you must first create a MyPSC account on the GaPSC website. (The Paraprofessional assessment is the only assessment that does not require you to do this.) Visit the Registration Steps page of the GACE website for information on setting up your MyPSC account.

Step 2
Go to the GACE website at www.gace.ets.org. Click MY GACE ACCOUNT in upper right-hand corner of the screen.
Step 3
Sign in to your ETS GACE testing account. Enter your user name and password and click **Sign In** if you’re a returning user, or create a new account if you are accessing the system for the first time.

![Registration Form]

**Step 4**
Select the **Register for a Test** link under Registrations and Orders on the My GACE Home screen.

![My GACE Home]

**Step 5**
Read “Before You Register for a Test” and select “I Agree” at the bottom of the page.

![Before You Register]

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**GACE Registration Quick-reference Guide**
Step 6
Confirm your personal information is correct and click Continue.

Confirm Your Information
If the information below is incorrect, go to your MyPSC account to make updates.

Georgia Certification ID Number

| GA CERT ID: | 1368444 |

Personal Information

- First/Given Name: william
- Middle Initial: -
- Last/Family Name: scott
- Suffix: -

Step 7
Select a test. Click the checkbox next to the test title you wish to register for. You may select up to four tests during this step. Once you have selected your test(s), click Continue.

Select a Test

Select the Test(s) You Want to Take
The tests you are eligible to take are listed below. If you have questions, contact your program provider or the GaPSC.

Select up to four tests, then click "Continue."
- Assessments are offered during specific testing windows throughout the year.
- Inclusion here does not guarantee seat availability at your chosen test center.
- The duration time listed below includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.
- You will be able to schedule different test dates and test centers for each test.

<table>
<thead>
<tr>
<th>Select</th>
<th>Test Name</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>American Sign Language Test I</td>
<td>150</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
<tr>
<td></td>
<td>Art Education Combined Test I &amp; II</td>
<td>609</td>
<td>6 hr(s)</td>
<td>$193.00</td>
</tr>
<tr>
<td></td>
<td>Art Education Test I</td>
<td>106</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
<tr>
<td></td>
<td>Art Education Test II</td>
<td>110</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>
Step 8
Confirm the test you want to schedule. Your test selection(s) will be listed on the “Tests to be Scheduled” page. Make sure the test title(s) you selected are correct, and click **Schedule Test(s)**.

Tests to be Scheduled
You have selected the following test(s): You will also have to select a test center, date and time for each test, one at a time. You may choose to test at the same test center for all tests, or you may choose to test at a different test center for each one. Check “Schedule Test(s)” to check seat availability for the first test listed below. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>109</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
<td></td>
</tr>
</tbody>
</table>

Add Test(s) |

Schedule Test(s)

Step 9
Find a test center and schedule your test. You can search for a test center by entering the ZIP Code, or search by U.S. state or international location using the drop-down list. Click **Search** when done.

Select a Test Center
Search for a test center for the test indicated with an arrow below. If you are registering for more than one test, after you have completed choosing your test center, date, and time for the indicated test, you will be brought back to this screen to make your selection for the next test in the list. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>109</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

Step 1. Find a Test Center
Enter the U.S. ZIP code where you would like to take the above test(s), or select a country (and state) to find test centers by location.

[Find Test Centers Nearest to this U.S. ZIP Code]
[Search]

[Find Test Centers by Location]

Country/Location: [USA]

State/Territory: [Select -]

Search
Step 10
Select and confirm your test date and time. Click on the Select link next to the test center where you wish to schedule your GACE test. On the next screen, you will see the available test dates and times for that test center. Click on the day you wish to test using the calendar feature on the left-hand side of the page, and then select the test administration time you wish to attend on the right-hand side of the page.

Confirm your test date and time by selecting the Confirm button on the next page.

Select Date and Time
Search for a test center for the test indicated with an arrow below. If you are registering for more than one test, after you have completed choosing your test center, date, and time for the indicated test, you will be brought back to this screen to make your selection for the next test in the list. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test 1</td>
<td>109</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

Test Center
Clayton State University
Clayton State University East
MORROW, GA 30260

Choose a date to see available report times for (STN10300A). The first month with available dates is shown. Select ▶ to advance to later months.

<table>
<thead>
<tr>
<th>November 2013</th>
<th>December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
</tr>
<tr>
<td>27 28 29 30 31 1 2</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>3 4</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>22 23 24 25 26 27 28</td>
</tr>
</tbody>
</table>

Tuesday, November 5, 2013
Available Times: 02:15 PM
Select your desired reporting time for this test.
You must arrive at the test center at least 30 minutes before the scheduled reporting time.

Confirm Your Testing Information
You have requested seat(s) for the selected test(s). If the information is incorrect, click the appropriate "Edit" or "Remove" links.
You are not guaranteed a seat at your chosen test center(s) until you have completed the registration and payment process.

<table>
<thead>
<tr>
<th>Test Date and Center</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 5, 2013</td>
<td></td>
</tr>
<tr>
<td>Clayton State University</td>
<td></td>
</tr>
<tr>
<td>MORROW, GA 30260</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test 1</td>
<td>109</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

Report Time: 02:15 PM
Duration: 2.5 hr(s)

Confirm
**Step 11**

Add score recipients. Scores are automatically sent to the GaPSC. You may add up to three additional score recipients as part of your test fee. The recipients you choose should be based on the selection you made as your Reason for Testing in your MyPSC account. See Choosing Score Recipients in the current *Registration Bulletin* for more detailed information.
Step 12
Review your order. Your test selection(s) and fees will be listed on the “Review Your Order” page. Confirm they are correct by clicking Continue.

On the next screen, review the Payment Policies and click the checkbox acknowledging your agreement to the policies. After you select the checkbox, click Checkout to begin the payment process.
Step 13
Select your form of payment – credit/debit card or PayPal™ – and click **Continue**. American Express®, Discover®, JCB®, MasterCard®, and VISA® are accepted.

On the next screen, enter your payment details, shipping information, and billing information.

Click **Buy** to complete your payment.
Step 14
Once you have completed your test registration order, you will be presented with a confirmation screen that includes the details of your registration.
Registering for the Assessment of Sign Communication-American Sign Language (ASC-ASL)

Registration for the Assessment of Sign Communication-American Sign Language (ASC-ASL) can only be done by phone because arrangements have to be made for obtaining a videographer to videotape the interview and an interviewer to administer the test. Call 1-855-225-7178, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

The test dates for the 2015-16 testing year are **October 31, 2015**, and **April 9, 2016**.

The registration deadline for these two administrations is four weeks prior to the test day. Registrations CANNOT be taken after this point because there would be insufficient time to make arrangements for videographers and interviewers.

Registering for the Georgia Ethics Assessments

To register for the Georgia Ethics assessments, you must follow the steps below and register online in the Georgia Ethics system. **Note:** This is not the same system used to register for other GACE assessments.

**Step 1**
Create or update your MyPSC account on the [GaPSC website](#) and enter your reason for testing. Visit the [Registration Steps](#) page of the GACE website for information on setting up your MyPSC account.

**Step 2**
The GaPSC sends your profile and eligibility information to ETS.

**Step 3**
ETS sends you an email with a link to the Georgia Ethics system.

**Step 4**
Access the Georgia Ethics system, select Test Takers under Registration, create your account, and register and pay for the assessment.

Registering for the Paraprofessional Assessment

The GACE Paraprofessional assessment is given at participating school districts, Regional Education Service Agencies (RESAs), and other agencies. It is administered by appointment at the convenience of the test site and you, the test taker.

You do not have to pre-register to take the Paraprofessional assessment, you do not need a MyPSC account, and you do not need approval to test. Test sites have their own process for registration and some may charge an additional fee over the $35 test fee.

Contact the Paraprofessional Assessment test site closest to you for information about registering for this assessment. A list of test sites is available in the [Paraprofessional section](#) of the GACE website.
Registering for the Teacher Leadership Assessment

Registration for the GACE Teacher Leadership assessment is a five-step process:

**Step 1**
Create or update your MyPSC account on the GaPSC website. Visit the Registration Steps page of the GACE website for information on setting up your MyPSC account.

**Step 2**
The GaPSC sends your profile and eligibility information to ETS.

**Step 3**
An ETS Customer Service Representative creates a testing account for you in the Teacher Leadership registration system (it is not the same registration system used for other GACE assessments) and notifies you via email when it is complete. You will be emailed credentials for accessing the registration system.

**Step 4**
Access your testing account in the Teacher Leadership registration system and register for the assessment.

**Step 5**
Once you have completed your registration, you are provided with access to the Teacher Leadership submission system.

**Note:** The Teacher Leadership registration system is not the same system used to register for other GACE assessments. See the Teacher Leadership section of the GACE website for more information.